Creating a Chart from Your Google Form:

1. From the edit view of your Google Form, click on the responses tab and select the **green box** to *Create Spreadsheet*

	QUESTIONS	RESPONSES	
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			Create Spreadsheet
	Waiting fo	responses	

2. Type in the name of your new spreadsheet and click create



3. Open your newly created Response sheet

	Progress Monitoring Template (Responses)	me
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4. Highlight the data you want to include in your chart, go to the top of the page and click **insert**, then select **chart**

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- 5. After your chart opens up, change your chart type to **Line chart** and check *'use row 1 as headers'* and *'use column A as labels'*
- 6. To correct the times on your horizontal axis: click on the times below the x-axis, select the Customize tab, then check '*treat labels as text*'

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Creating Charts w/Google Sheets and Sending Recurring Messages w/Boomerang

7. Move the new chart to its own sheet by clicking the three dots in the top-right corner of the chart, then selecting '*Move to own sheet*'



8. Change the name of your tab by double clicking the second tab at the bottom



To Send Your Form Using Boomerang

1. From the edit view of your form, click Send at the top right-hand corner

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		Add collaborators CANCEL SEND	
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	Academic answering	ally engaged is actively or passively participating in the classroom activity. For example: writing, raising hand, a question, talking about a lesson, listening to the teacher, reading silently, or looking at instructional materials.	
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2. Click the picture that looks like a paper clip, check 'Shorten URL,' then *right click and copy* the link of your form

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Place a r	Shorten URL Press %+C to copy	
		CANCEL COPY
Was st	tudent absent today? *	

Creating Charts w/Google Sheets and Sending Recurring Messages w/Boomerang

- 3. Open your Gmail account, compose your new message and paste the link from your form in the body of the email (*note: you will need to have already* <u>purchased</u> and <u>installed</u> the Boomerang add-on to your browser)
- 4. After your email is drafted, rather than select "SEND" select "SEND LATER" (Red Button)

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5. To schedule recurring email messages (emails that will continuously come when scheduled – i.e., every Wednesday at 10:00 AM), select the button "**Schedule Recurring Message**" at the bottom



- 6. Enter the details about your recurring message:
 - a. Determine which date you would like these to begin and the time that you'd like them to be delivered
 - b. Identify whether you want them to come daily (weekdays is an option!), or weekly/monthly/etc.
 - i. Ensure that the day(s) of the week are correctly selected
 - c. Identify when these messages should stop sending (i.e., end of the semester or end of school year) – you can choose a number of messages or you can choose the date in which you'd like them to stop.
- When you've verified that all of this information is correct, select "SCHEDULE" and give it a few seconds to direct you back to your Gmail inbox

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le.cor	Starts	01/15/2019 Send Time: 3:00 PM
	Repeats	Every Weekday
	Every	1 week
	On	🗌 Sun 🥑 Mon 🥑 Tue 🕑 Wed 🕑 Thur 🕑 Fri 🗌 Sat
	Ends	After 10 messages
		On
		O No end date
	Summary:	Every week, on Monday, Tuesday, Wednesday, Thursday, Friday at 3:00 PM
		Schedule Cancel

- 8. To ensure you have your emails scheduled and ready to send out, click the "**Boomerang Outbox**" tab on the left side; this is where all drafted emails which are recurring will be stored
 - a. If you ever need to make edits to the email, this is also where you can do that

